

WASHINGTON, D. C. 20505

Intelligence Community Staff

DCI/IC 77-4270

8 MAR 1977

MEMORANDUM FOR:

Principal Deputy Assistant Secretary of Defense  
(Intelligence)/Director of Defense Intelligence  
Director of Intelligence and Research  
Department of State  
Comptroller, Central Intelligence Agency  
Director, National Security Agency  
Deputy Assistant Administrator for National Security  
Energy Research and Development Administration  
Associate Director, Intelligence Division  
Federal Bureau of Investigation

FROM :

deputy to the DCI for the Intelligence Community

SUBJECT :

Revision of Civilian Employment Ceilings

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1. President Carter in a memorandum of 1 March to the Heads of all Departments and Agencies placed a limitation on hiring and initiated action toward establishment of new employment ceilings. OMB Bulletin No. 77-7 dated 3 March 1977 (Attachment A) provides detailed guidance with respect to this matter. This memorandum requests information necessary for the PRC(I) and OMB to make recommendations to the President.

2. Based on a review of Bulletin 77-7 and discussions with OMB, you are urged to take note of the following:


- Until further instructions are provided, hiring will be limited to three out of four vacancies occurring after 28 February 1977 (exceptions listed in Bulletin 77-7); but,
- The baseline for analysis of revised employment ceilings is on-board strength as of 31 December 1976.
- All losses will be by attrition, not by firings.
- OMB will issue revised end of year 1977 and 1978 employment ceilings by early April; Agencies will then develop targets for 30 June 1977 and 31 March 1978.
- PRC(I) recommendations are due by 16 March 1977.

3. To facilitate formulation of Policy Review Committee (Intelligence) recommendations and OMB review, data and recommendations as set forth in Attachment B are requested to be submitted to Room 6 E 0701, Langley Headquarters, by COB 11 March 1977 for the following:

CCP  
NSA  
Army  
Navy  
Air Force

CIA  
State/INR  
Intel Programs FBI  
Intel Programs ERDA  
IC Staff

GDIP  
DIA  
Army  
Navy  
Air Force

4. Clarifications and further guidance can be obtained from  
ICS/OPBD 

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Attachments:  
As stated

cc: Acting Director of Central Intelligence  
Deputy Assistant to the President  
for National Security Affairs  
Deputy Secretary of Defense  
Under Secretary of State for Political Affairs

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APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
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<b>Remarks:</b> Frank:  Per our telecon of this afternoon. I have as of this reading been unable to get together with Jim Taylor to see what if anything he is doing in response to the IC Staff requirement. I will be in touch as soon as I hear anything and if you are saddled with the requirement officially before you hear from me, would appreciate a call.					
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